### PowerTeacher final grade setup must be done each semester. (August and January)

# Final Grade Setup Reminders:

**If your course does NOT have an end of course test:**

Semester 1 setup should be N1 -40%, N2 -40%, and E1 (semester exam) - 20%

Semester 2 setup should be N3-40%, N4 – 40%, and E2 (semester exam) – 20%

**If your course DOES include an end of course test:**

Semester 1 setup should be N1 -40%, N2 -40%, and E1 (semester exam) - 20%

Semester 2 setup should be N3-35%, N4 – 35%, E2 (semester exam) – 20%, and G2 (end of course exam) – 10%

**AP Courses:**

Semester 1 setup should be N1 -40%, N2 -40%, and E1 (semester exam) - 20%

Semester 2 setup should be N3-50%, N4 – 50% (because students do not take an end of course or semester exam)

# Instructions for Completing Final Grade Setup:

##### \*All 1st Semester Classes should be set up correctly.

**Directions:**

1. Launch PowerTeacher Pro Gradebook
2. Click on the Settings Charm on the right hand side. Select Traditional Grade Calculations
3. For the desired class, select the Pencil under Actions for S1 or S2.
4. Select Term Weighting and change the Weight as directed above (percentages will change)
5. Click SAVE at the bottom of the screen.
6. Follow these directions for EACH of your classes, noting the course specific percentages above.

**For additional PowerTeacher assistance go to:** [**http://empowerstudents.wikispaces.com/PowerTeacher**](http://empowerstudents.wikispaces.com/PowerTeacher)